

External - Job Order Detail

The State of Montana is an equal opportunity employer

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Business Standards

Bureau: Administration

Date Posted: 04/07/2009

Job Category: Office and Administrative Support

**Position
Number:** 66266939

Position Title: CASHIER

Location: HELENA

Job Status: Full Time Permanent

Salary: \$21,888.00 to \$25,991.00

Salary Unit: Yearly

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 03

Closing Date: 04/17/2009

**Supplement
Required:** No

Applications must be received by Midnight on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: (406) 444-3685

TTY: (406) 444-0532

E-mail: dliapps@mt.gov

Special Information:

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about Montana Department of Labor and Industry please see this website: <http://dli.mt.gov/>.

Application materials are accepted via on-line, email, fax, postal mail, or drop off at nearest MT Job Service.

Duties:

This position works under the Administrative Unit and provides administrative support to the Building Codes Bureau, Business and Occupational Licensing and Health Care Licensing Bureaus. This position is responsible for insuring timely and accurately preparation and input of deposits and revenues for the Division. This includes collection of fees for 39 different boards and the building codes bureau.

Performs cashiering duties by receiving and processing a variety of documents and/or monies from mail, walk in customers, inter-unit transfers, and on-line transactions, via e-checks or virtual terminal and faxes. Prioritizes work bases on requirements of statutes and department procedures. Reviews documents for appropriate fees and accurately enters the required information into appropriate tables of the applicable computer database. Checks figures, positing, and documents for correct entry, mathematical accuracy and proper revenue codes. Bundles processed documents according to board or program for delivery for final processing.

Completes daily deposit report. Performs bad check recovery by tracking bad check collections and depositing NFS checks when money is received. Answers financial questions. Files financial documents. Corresponds with public regarding incorrect amounts, information or misunderstandings.

Performs mail clerk duties to ensure daily processing and delivery of mail for Business Standards Division. Opens mail, stamps date received, writes receipts for cash received, non-payment related mail and other documentation to appropriate program person for processing. Is responsible for proper handling and security of mail; processing documents to meet tight deadlines and ensuring accuracy. Routes priority mail to appropriate person/bureau for immediate response. Disperses mail and other forms requiring immediate processing to different locations several times a day.

Competencies:

Requires knowledge with proper accounting processes and procedures and the cash management system; computers and use of software including data base, excel, and word processing; Must have skills and ability to accurately enter numeric and alpha information into a complicated data base; use of 10 key to make mathematical computations.

Must have competencies in relationship management; customer focus; team work; flexibility; policies, process and procedures; commitment and loyalty; quality; decision making problem solving; and communication.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of relevant education and experience equivalent to three years in field of accounting, bookkeeping, or general office skills including use of computer and general office software. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.